



THE TOWNSHIP OF GREEN BROOK

County of Somerset, New Jersey

111 Greenbrook Road, Green Brook, New Jersey 08812-2501

Telephone: (732) 968-1023 Fax: (732) 968-4088

www.greenbrooktp.org

Email form to: abuontempo@greenbrooktp.org

REQUEST FOR PUBLIC RECORDS

(SEE INSTRUCTIONS ON OTHER SIDE)

Requestor Name: _____

Requestor Address: _____

Tel # (Day): _____

Email: _____

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: _____ **Date:** _____

Information Requested:

(____) Copy of Minutes (specify board or entity, date, topic or other identifying information)

(____) Copy of Ordinance or Resolution (specify date, number, or other identifying information)

(____) Police Accident Report – *Fee: For a police accident report there is an additional fee when the request is not made in person or \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131.*

Identify Accident (date/parties involved): _____

Information on a Specific Property Address: _____

Block _____ Lot _____ (if known)

Info requested is for real estate closing

Date of closing: _____

(____) List of Open/Closed Permits

(____) List of Property Owners within 200' - *Fee: \$10.00*

(____) Municipal Lien Search - *Fee: \$10.00 - Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid as provided in N.J.S.A. 54:5-11, et seq.*

(____) Other (specify)

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

In general, immediate access is ordinarily available for:

- Budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee and overtime information.
- Minutes of public meetings will be generally available immediately after the minutes have been approved.

Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be:

- \$.05 for letter sized documents or smaller;
- \$.07 for legal sized documents or larger;
- electronic records are free of charge;
- \$1.00 per disk for CD-ROM/DVD;
- For a police accident report there is an additional fee when the request is not made in person or \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131.

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested. Where a legal determination must be made as to whether records are “public records” as provided by law, the request will be reviewed by the Municipal Attorney.

The term “public records” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employees’ personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

Completed Request for Public Records can be emailed to abuontempo@greenbrooktwp.org